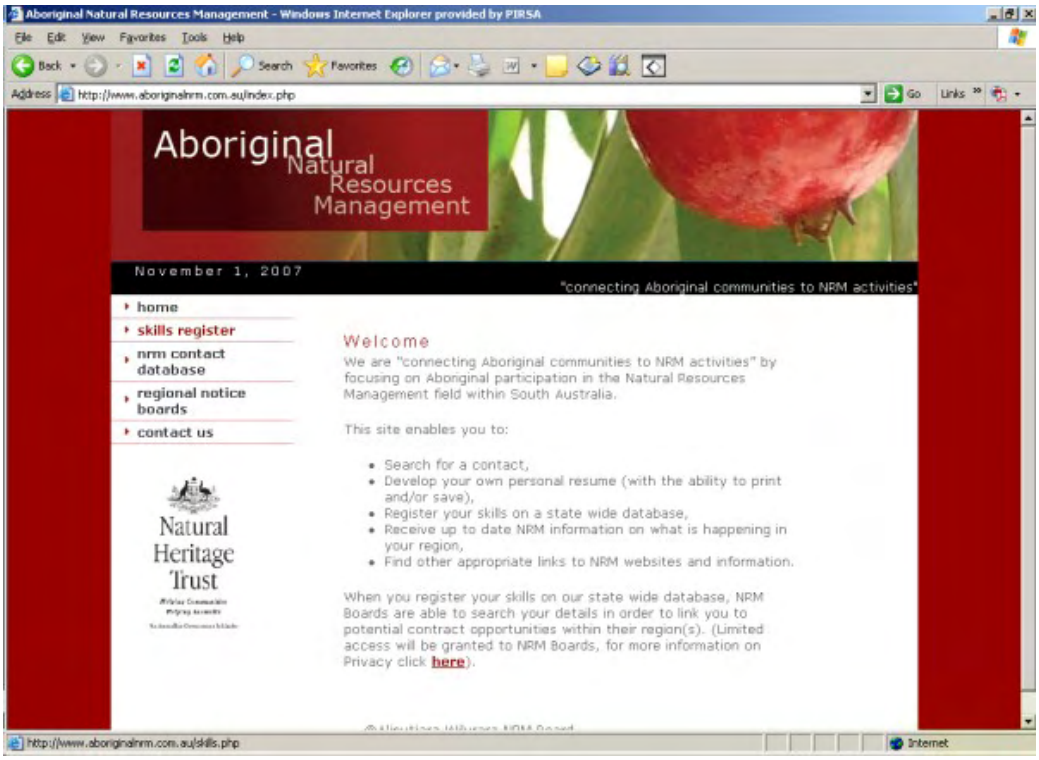
User Manual

From the home page click on the skills register link as per below


Aboriginal Natural Resources Management - Windows Internet Explorer provided by PIRSA
http://www.aboriginalnrm.com.au/index.php
Aboriginal Natural Resources Management
November 1, 2007
"connecting Aboriginal communities to NRM activities"
home
skills register
nrm contact database
regional notice boards
contact us
Natural Heritage Trust
Welcome
We are "connecting Aboriginal communities to NRM activities" by focusing on Aboriginal participation in the Natural Resources Management field within South Australia.
This site enables you to:
Search for a contact,
Develop your own personal resume (with the ability to print and/or save),
Register your skills on a state wide database,
Receive up to date NRM information on what is happening in your region,
Find other appropriate links to NRM websites and information.
When you register your skills on our state wide database, NRM Boards are able to search your details in order to link you to potential contract opportunities within their region(s). (Limited access will be granted to NRM Boards, for more information on Privacy click here).
http://www.aboriginalnrm.com.au/skills.php
Internet

Click on one of the three buttons shown below, depending on who you are and what you wish to do

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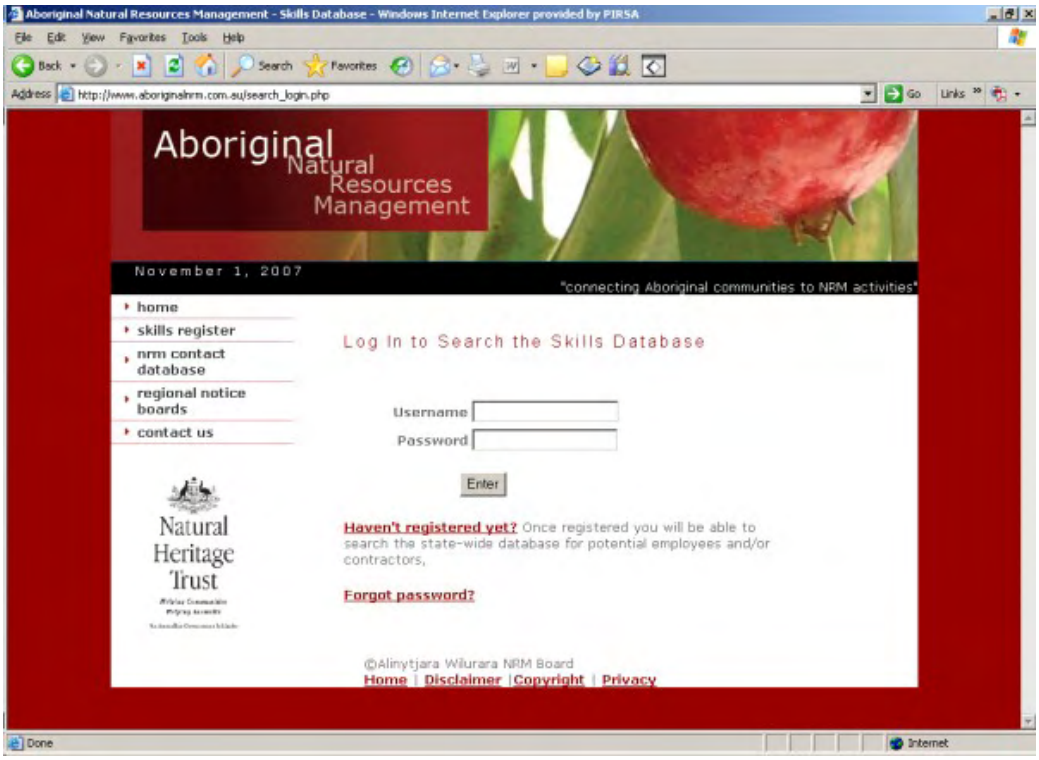
Skills Register
Looking for work?
Login as an Individual>>
Login as an Organisation>>
Looking for workers?
Login as an Employer>>
"The Skills Register has been created in accordance to the wishes of the project partners consulted for the Aboriginal NRM Website Project. Project partners expressed the importance of delivering a website that provided a safe supportive area for Aboriginal people to produce a resume and register their details for prospective NRM employers. The Skills Register area of the Aboriginal NRM Website is
Internet

Logging in as an employer to look for workers – enter your user name and password in the boxes below and click the enter button to begin searching (remember your password and user name will be case sensitive)


Aboriginal Natural Resources Management - Skills Database - Windows Internet Explorer provided by PIRSA
http://www.aboriginalnrm.com.au/search_login.php
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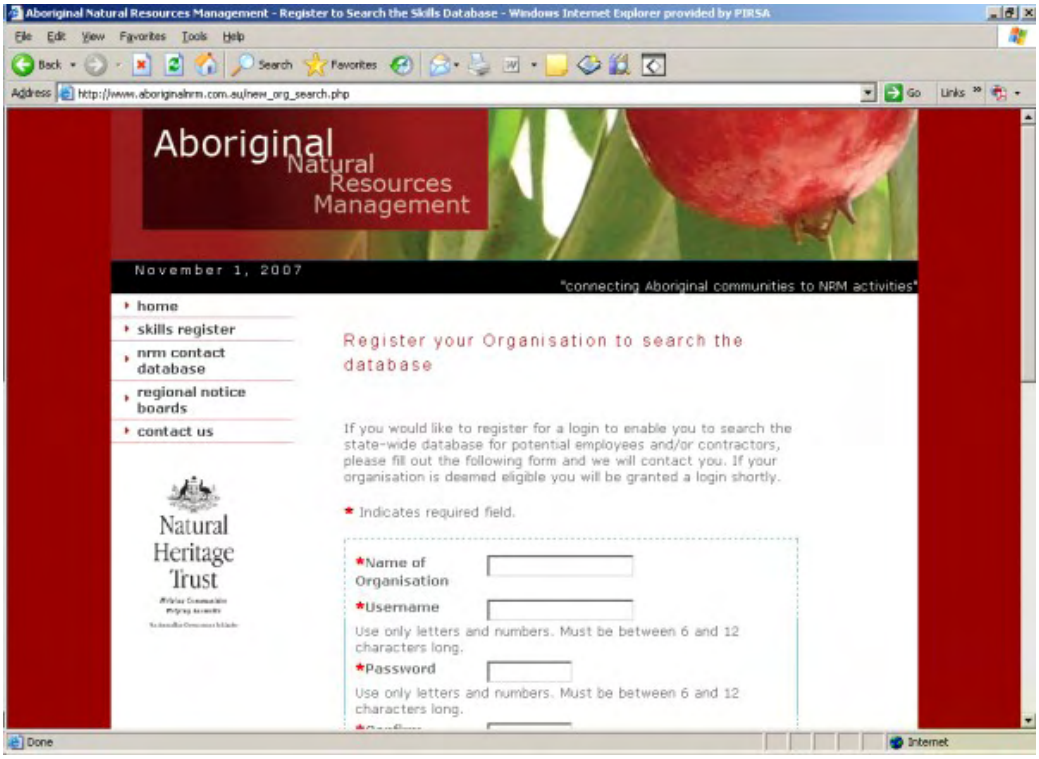
Log In to Search the Skills Database
Username
Password
Enter
Haven't registered yet? Once registered you will be able to search the state-wide database for potential employees and/or contractors.
Forgot password?
©Alinytjara Wilurara NRM Board
Home | Disclaimer | Copyright | Privacy
Done
Internet

If you haven't registered on this Web Site before you can click on the Haven't Registered Yet link and fill out and submit your details in the boxes below


Aboriginal Natural Resources Management - Register to Search the Skills Database - Windows Internet Explorer provided by PIRSA
http://www.aboriginalnrm.com.au/new_org_search.php
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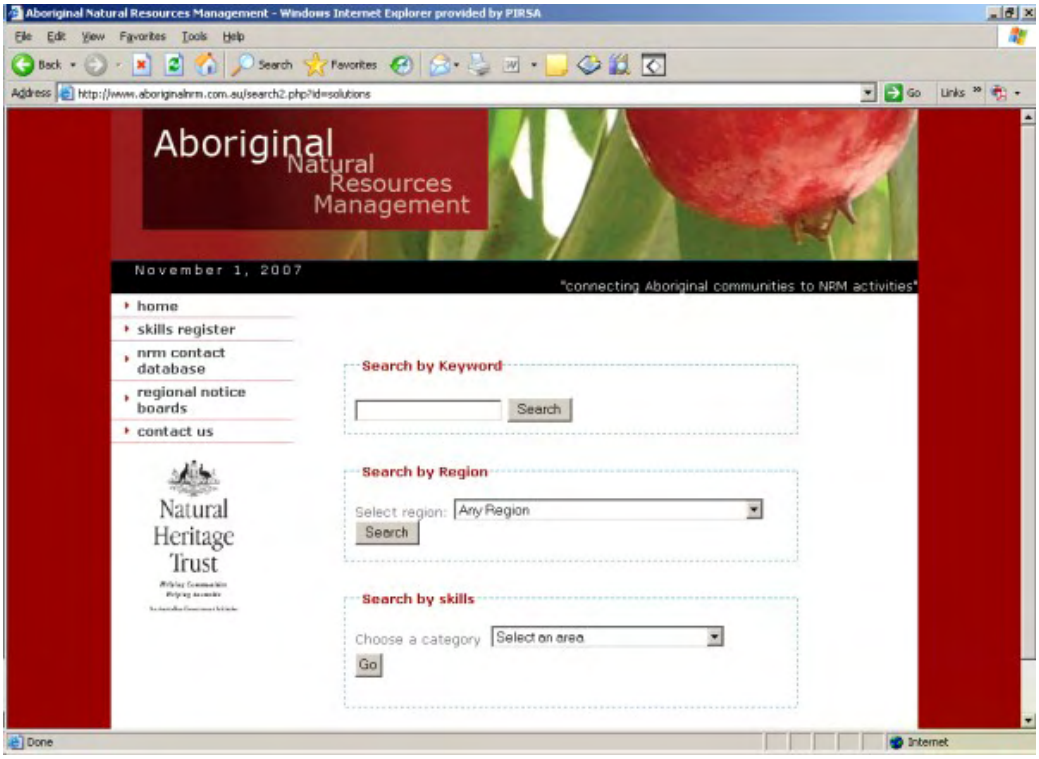
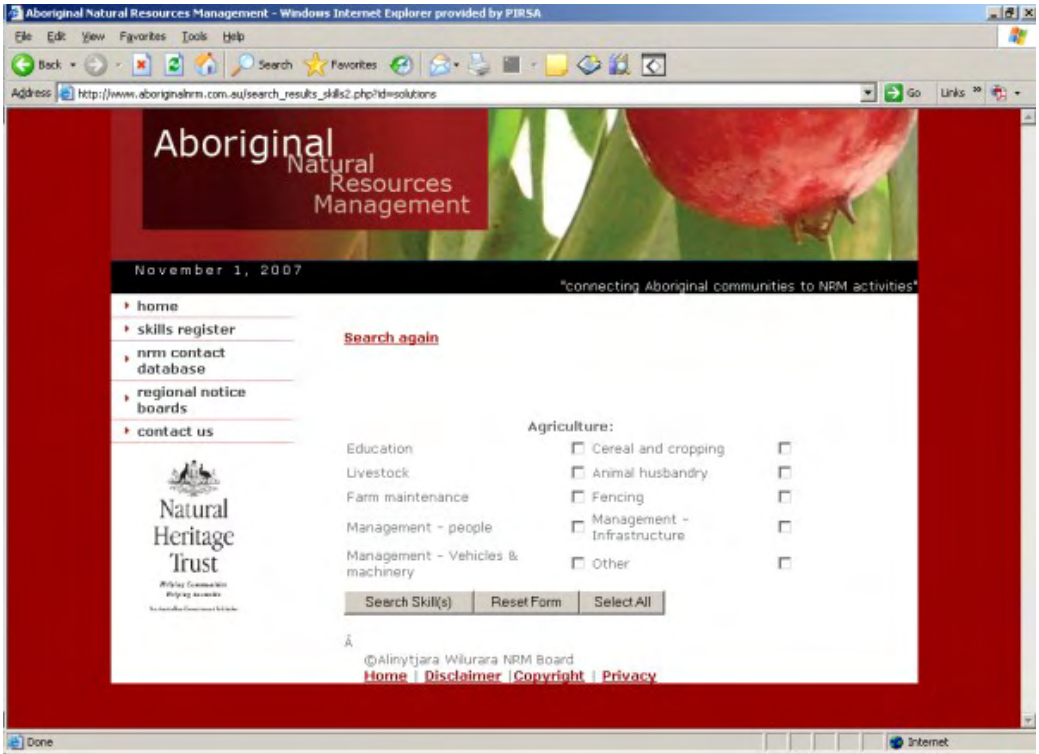
Register your Organisation to search the database
If you would like to register for a login to enable you to search the state-wide database for potential employees and/or contractors, please fill out the following form and we will contact you. If your organisation is deemed eligible you will be granted a login shortly.
* Indicates required field.
*Name of Organisation
*Username
Use only letters and numbers. Must be between 6 and 12 characters long.
*Password
Use only letters and numbers. Must be between 6 and 12 characters long.
Done
Internet

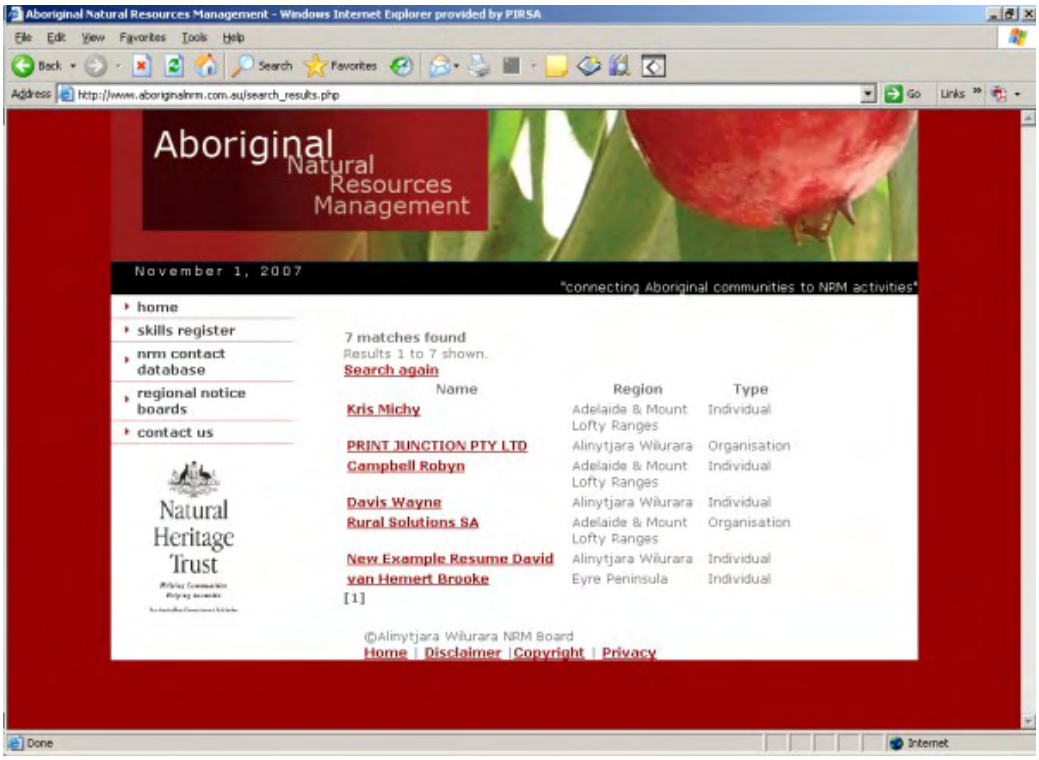
Once you have logged in you will have the option of either searching by key word, NRM Region, or by the skills you are looking for as per below



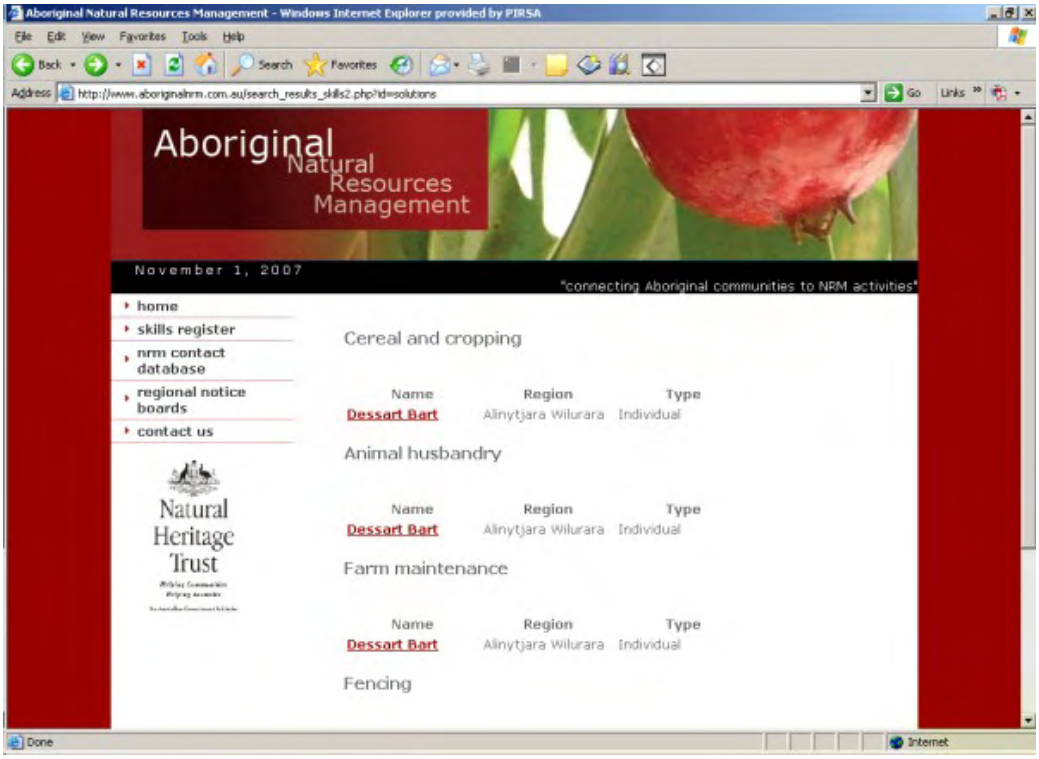
Clicking the go button after selecting a skill on the drop down list will bring you to this screen where you can tick the specific sub-skills you are seeking or click the Select All button to search any skills in the industry you selected



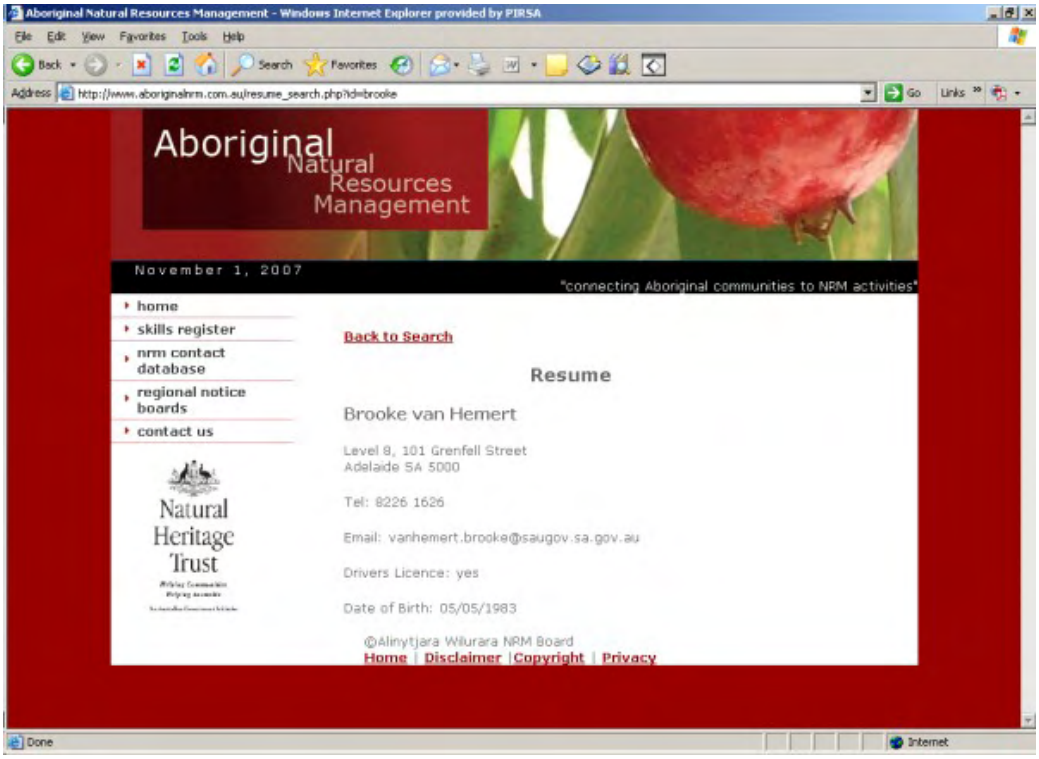
If you chose to search by region you would see a results screen similar to below and you can just click on the contact link that is of interest for more details



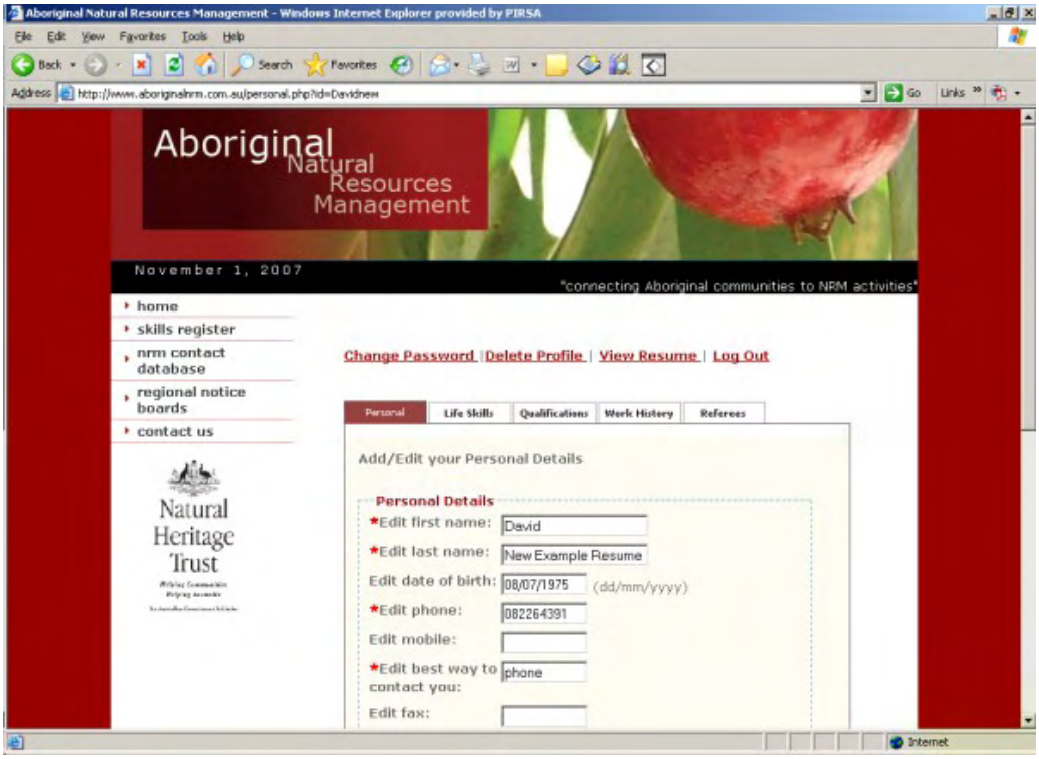
If you chose to search by skill category your results would be displayed as below



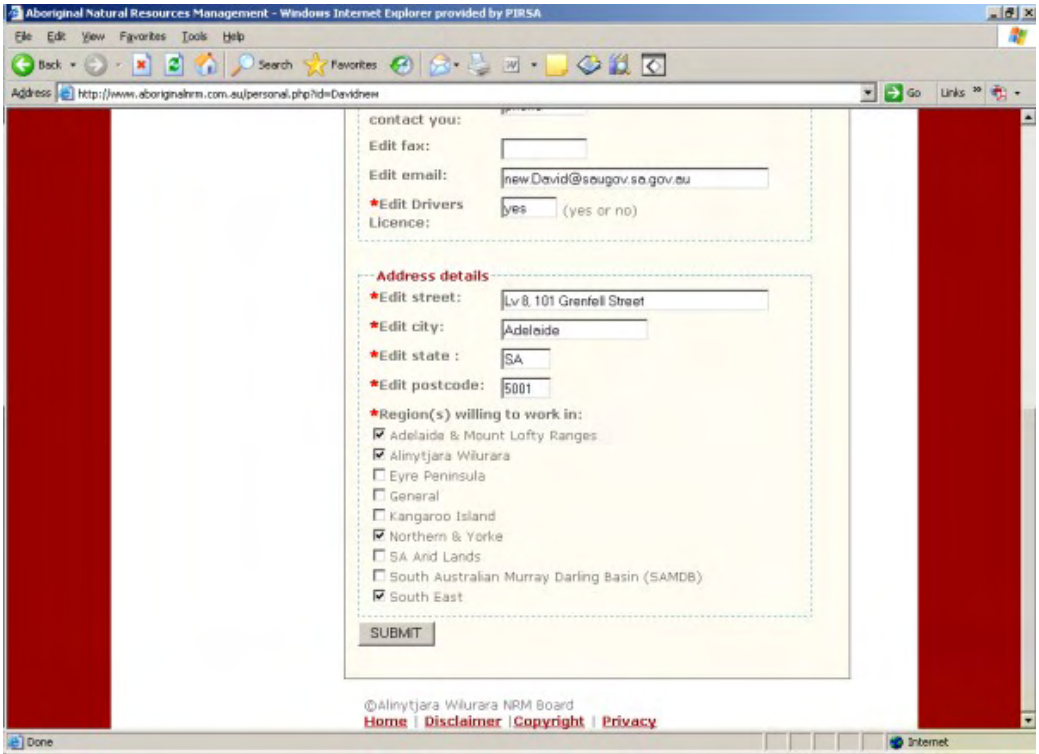
If you click the link on a contact for more detailed information, you will see a screen similar to below which will enable you to get in touch with the person



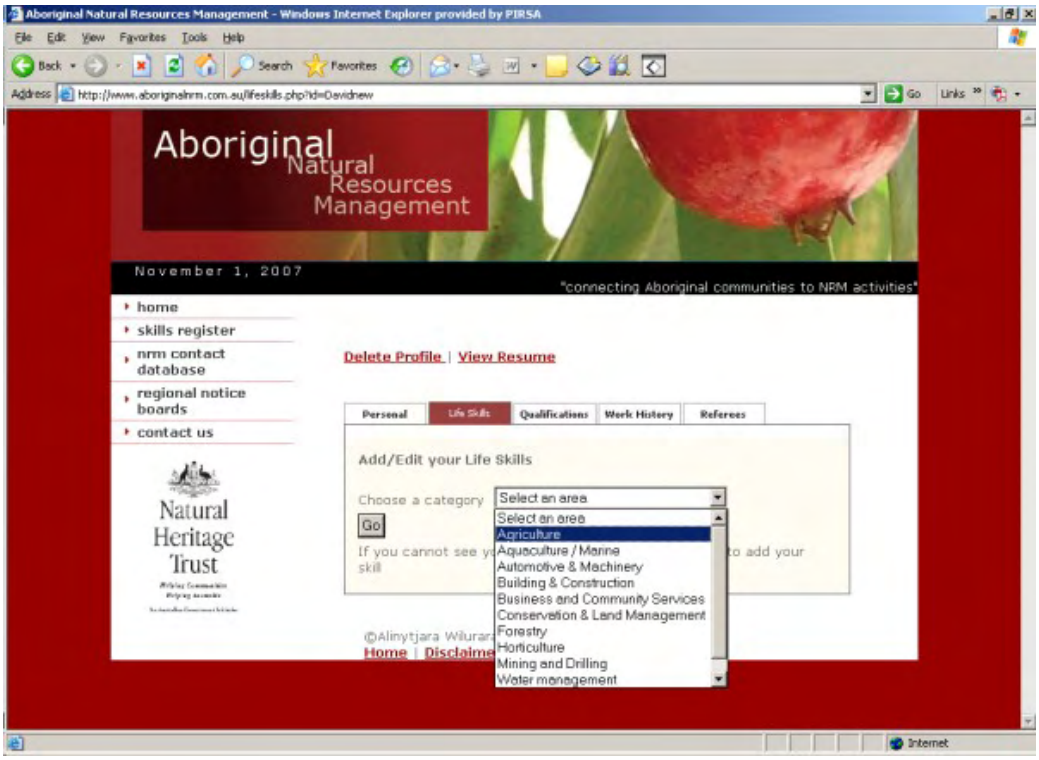
The first step in creating a personal resume is filling out your personal details in the text boxes below



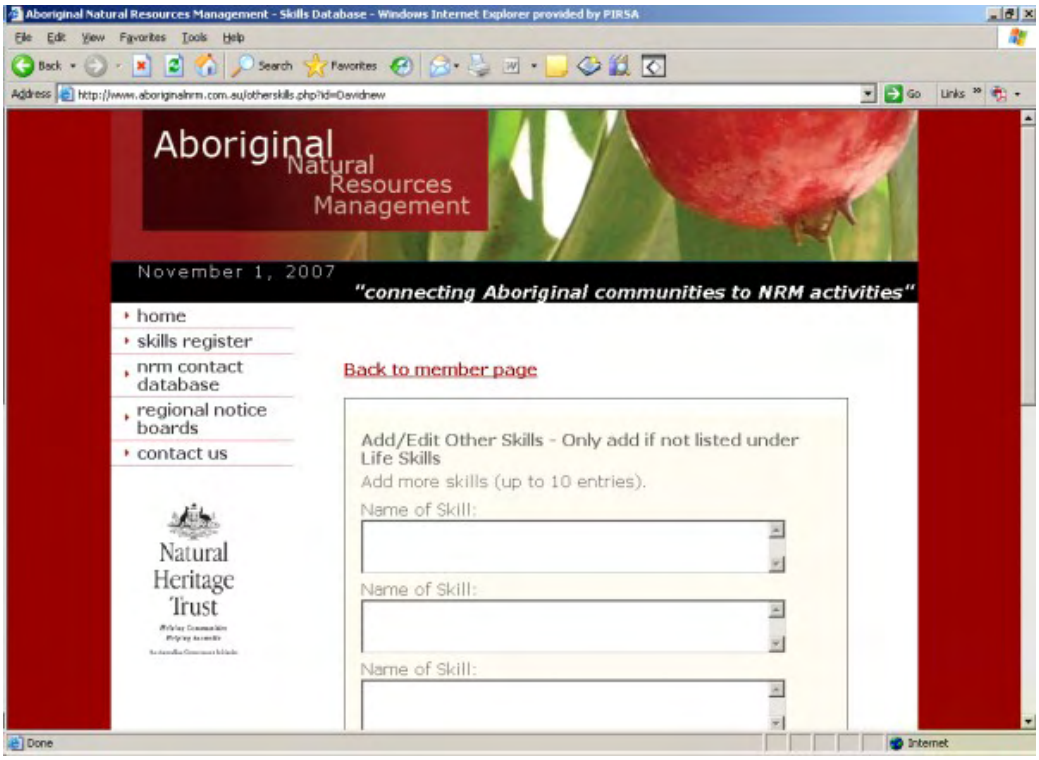
Once you completed filling in your personal details then make sure you click on the grey Submit button at the bottom before continuing to the next stage and it will save the information you have entered thus far



The next stage you can enter any life skills you may have acquired (these are skills which are useful for employment in the NRM field however you may not have a formal qualification towards a particular capability)



If you cannot see a particular life skill or qualification in the drop down list box above, then you can click on the link to manually enter in any relevant details you wish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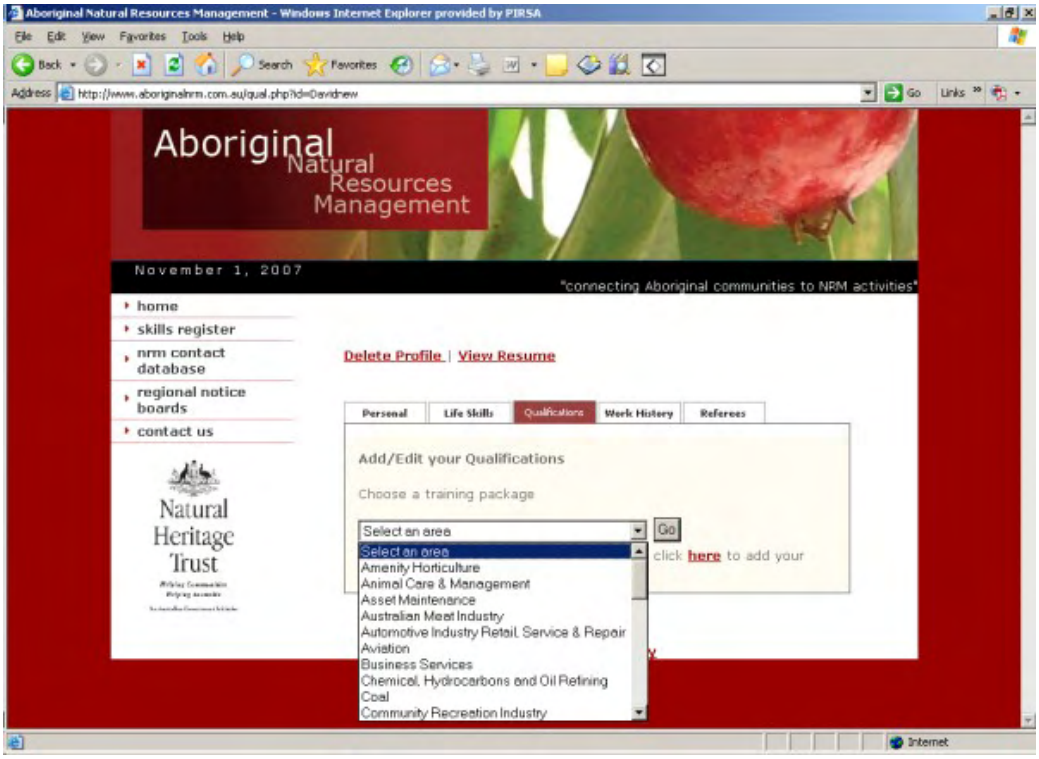
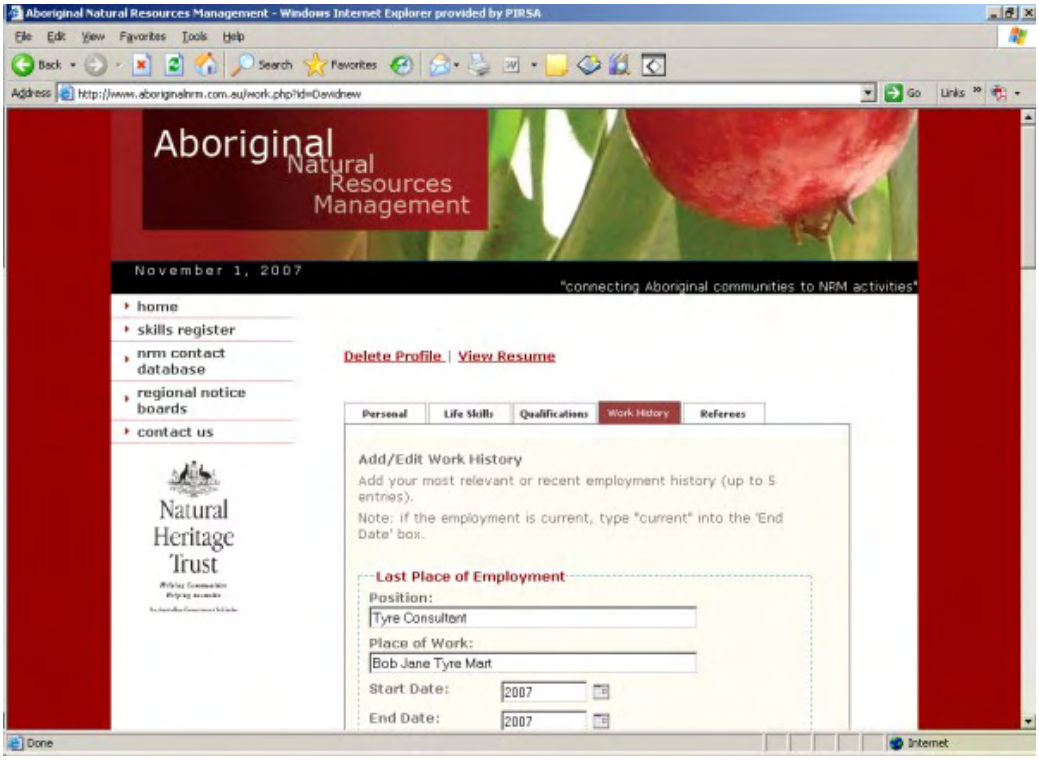
Back to member page
Add/Edit Other Skills - Only add if not listed under Life Skills
Add more skills (up to 10 entries).
Name of Skill:
Name of Skill:
Name of Skill:

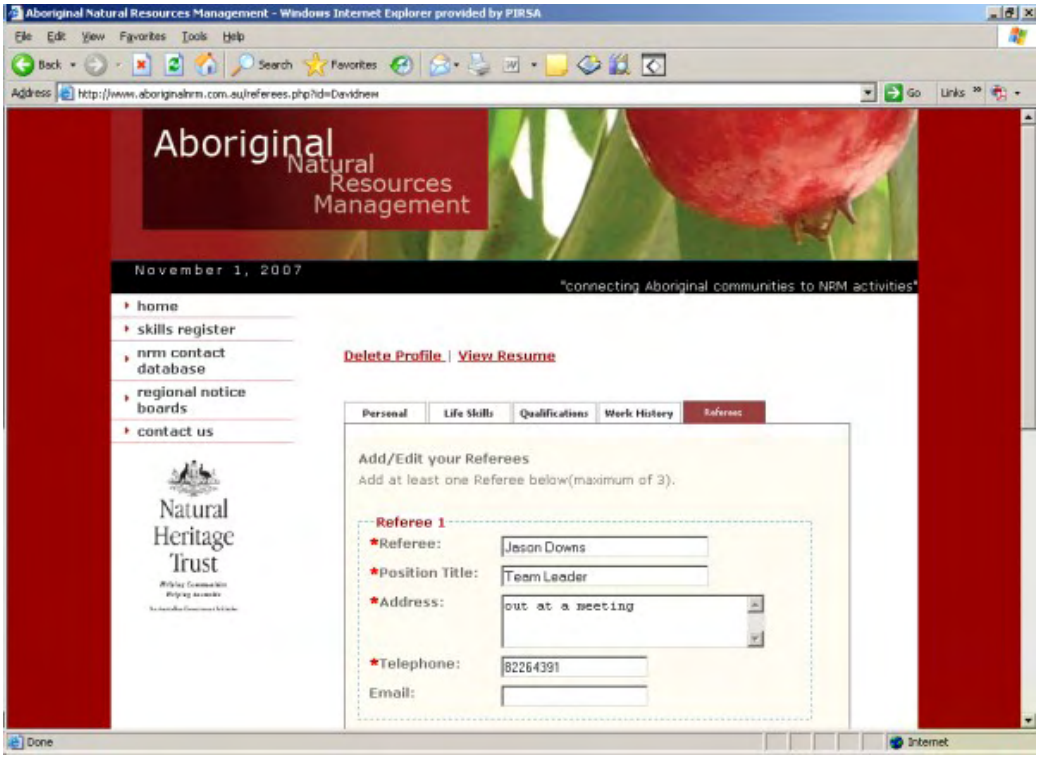
The next step is to enter your qualifications and you can select this from the drop down list box which is similar to the previous life skills screen



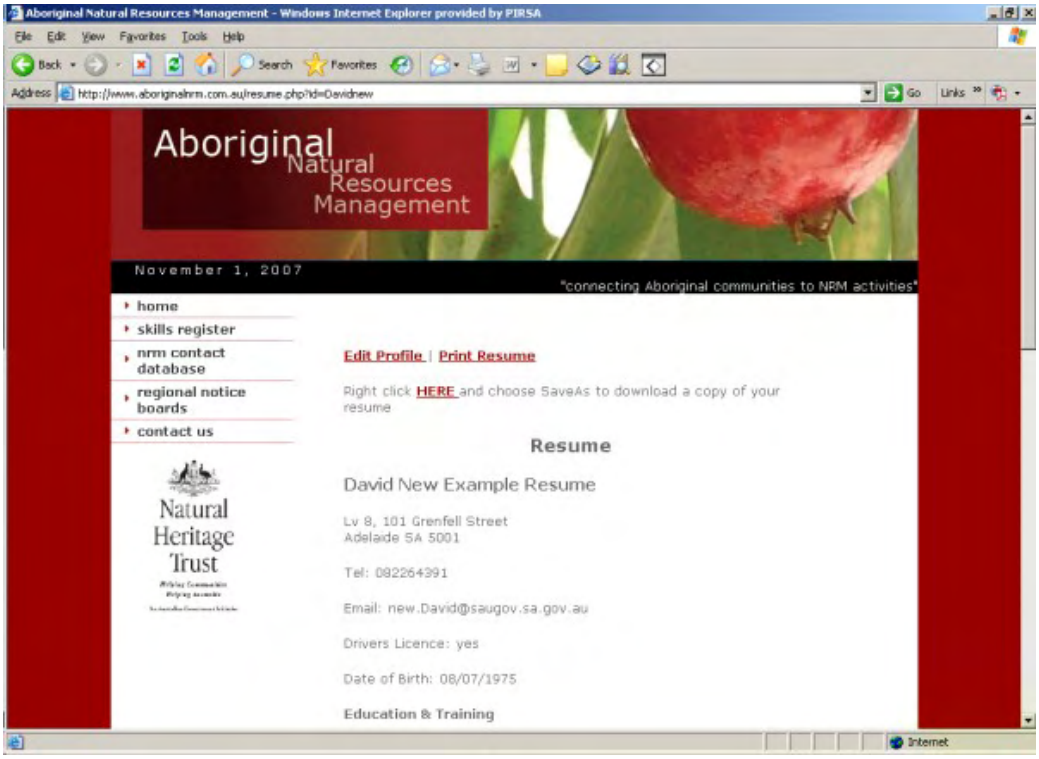
Next complete some details about your prior work history as per below



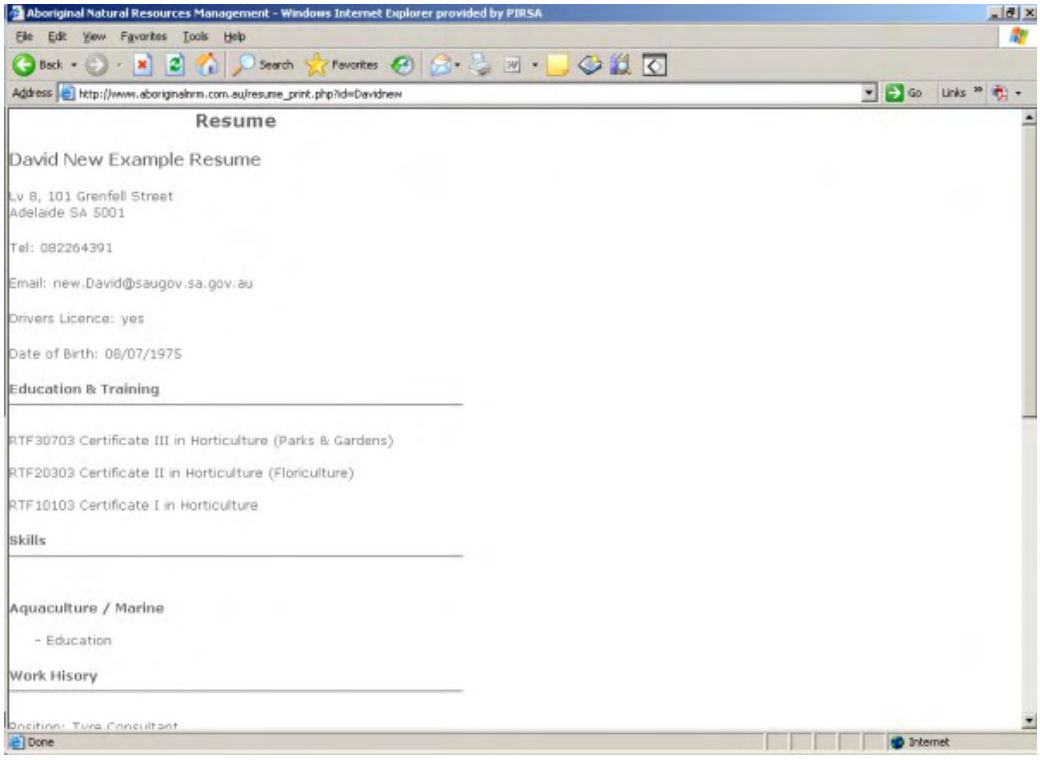
The final stage is to enter in details of some referees who can vouch for your work performance (example below)



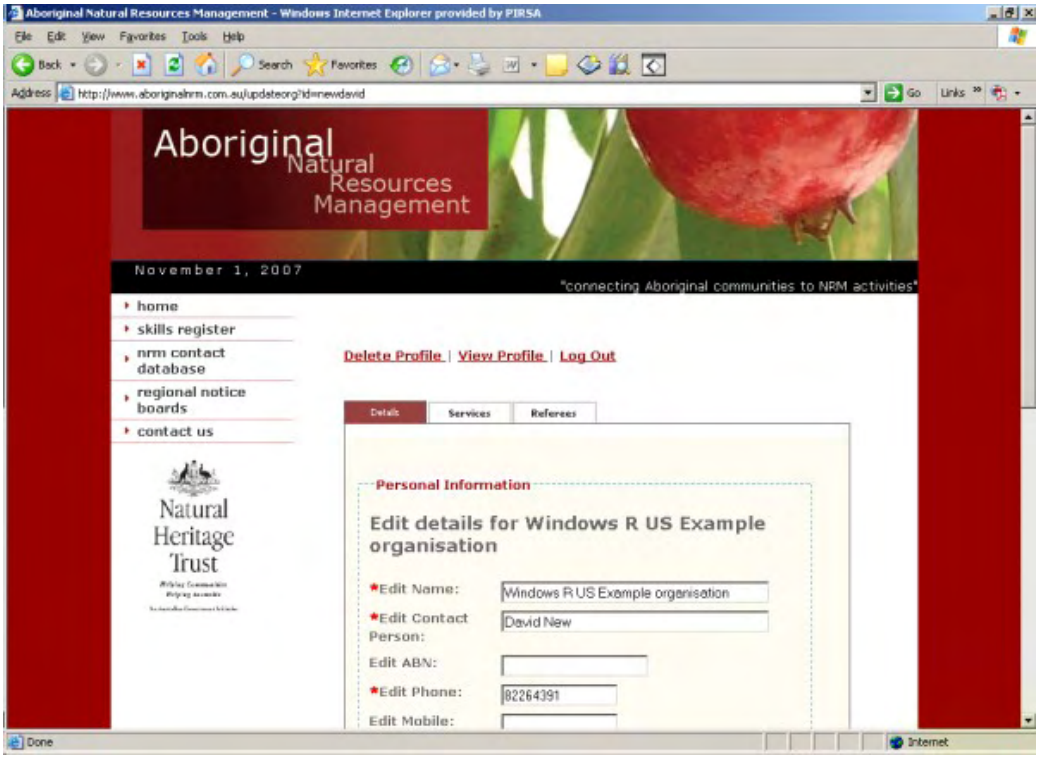
Now you can click the View Resume link at the top of the screen and you can see what your completed resume looks like and if there are any mistakes you can return to any of the previous stages and correct them before printing (you can also right click and Save As to save a copy of your resume to a disk or flash drive



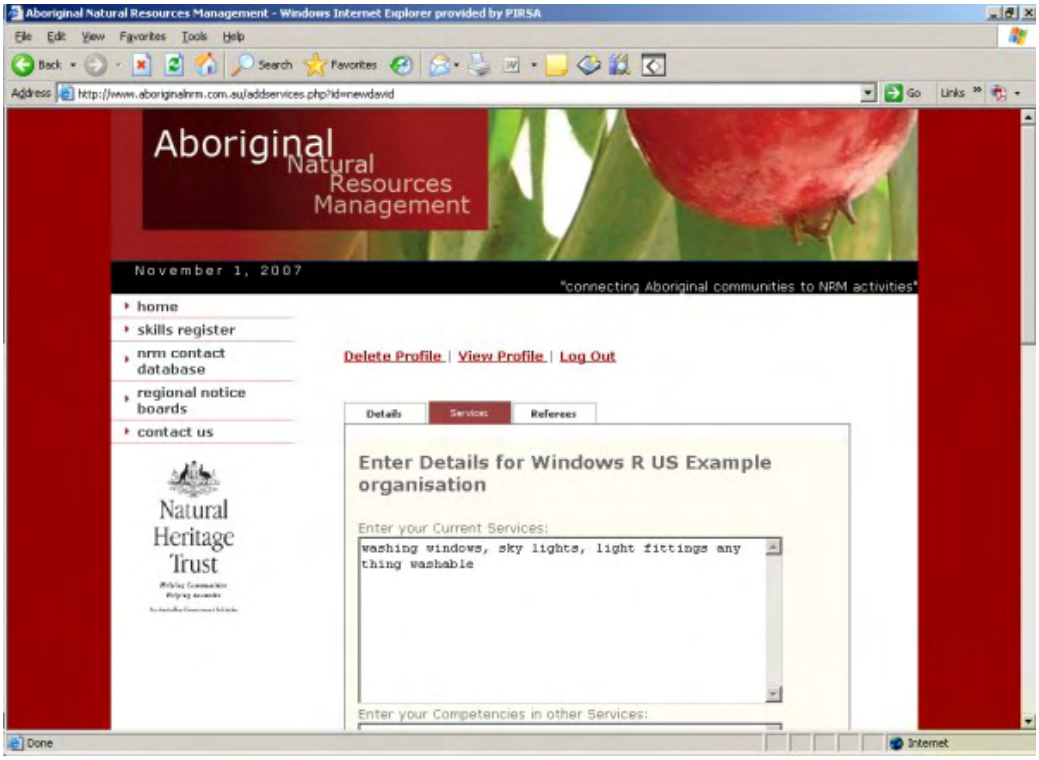
When you click the link to print your resume, a screen similar to below will appear and then you can hit the print button in your web browser



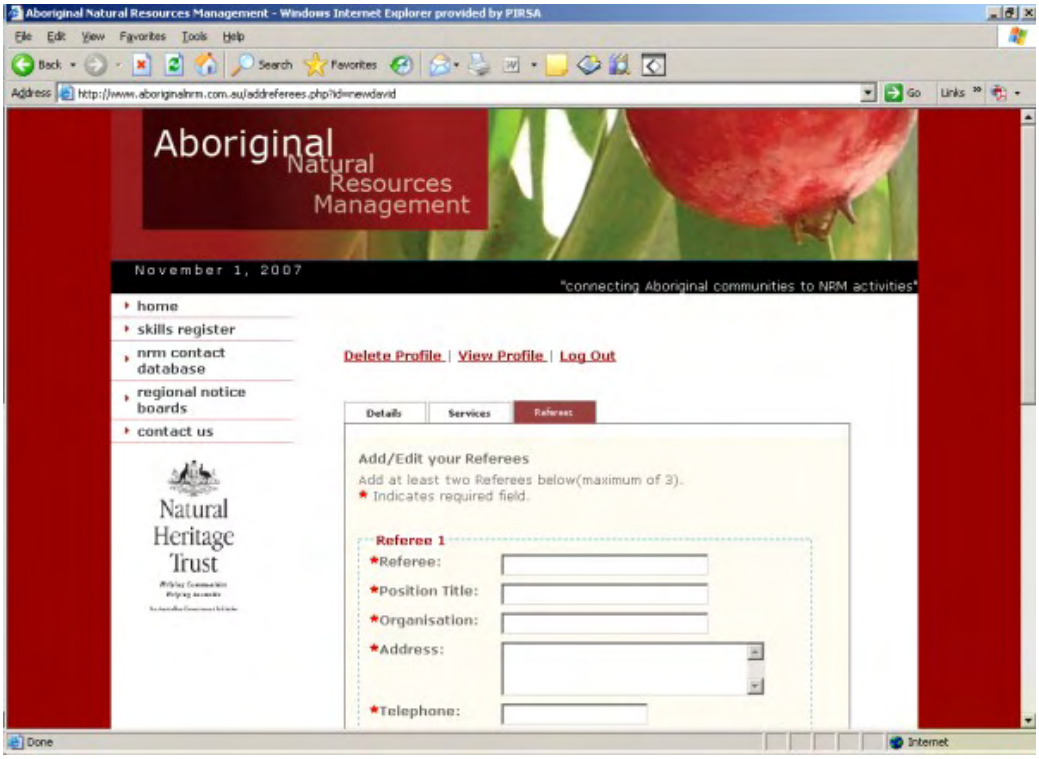
Creating a new organisational profile begins with entering the details of your firm as per below



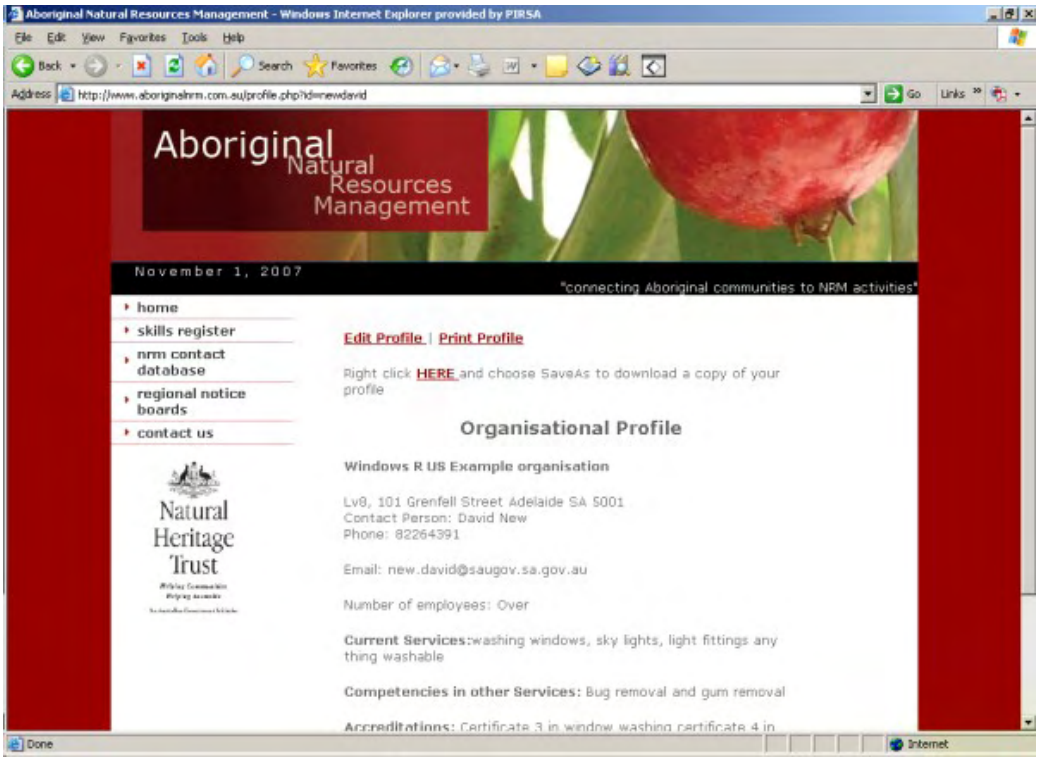
Next type in a brief description of the services your organisation offers



Finally you can enter details of some referees that can vouch for the quality of the work your organisation provides (e.g. previous or current clients)



Just like with a personal resume you can view your profile as per below to check for errors before printing, submitting or saving to a disk or USB drive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Edit Profile | Print Profile
Right click HERE and choose SaveAs to download a copy of your profile
Organisational Profile
Windows R US Example organisation
Lv8, 101 Grenfell Street Adelaide SA 5001
Contact Person: David New
Phone: 82264391
Email: new.david@saugov.sa.gov.au
Number of employees: Over
Current Services:washing windows, sky lights, light fittings any thing washable
Competencies in other Services: Bug removal and gum removal

For any further assistance please click on the Contact Us link on the left of screen